



CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

CONFIDENTIALITY AND CONFLICT OF INTEREST STATEMENT FOR REVIEW PARTICIPANTS

FY2012 SOCIAL INNOVATION FUND

Instructions

1. Read this form to understand your responsibilities for review participation regarding potential conflicts of interest, and confidentiality.
2. Print, sign and date the last page.
3. Return the signed last page to the Corporation for National and Community Service (CNCS) before the start of the review by **April 13, 2012** Fax the signed last page to (202) 606-3475 'ATTN: External Peer Review' or E-mail a scanned copy to PeerReviewers@CNS.gov.

Your designation as a Review Participant requires that you be fully aware of policies regarding conflict of interest and the privileged nature of the applications.

Confidentiality of Information: Your designation as a Review Participant gives you access to information not generally available to the public and accords you with special professional and ethical responsibilities. Review Participants are given access to information about applicants only for their use during the evaluation process and for discussion with fellow Review Participants and Corporation personnel.

After the announcement of awards, the Corporation may disclose certain information that has been provided to you (or produced by you) while serving as a Review Participant. Absent any such disclosure, you must maintain the confidentiality of any information you obtained or produced as a Review Participant. Further, you may not use that information for any unauthorized purpose, including for your personal benefit or making it available for the benefit of any other individual or organization.

After you complete your work as a Review Participant, and consistent with your normal practices, you may (but are not required to) maintain archival hardcopy or electronic copies of any such information. If you keep any archival copies, you must maintain them in a manner consistent with your confidentiality obligations. Likewise, if you do not keep any archival copies, you must dispose of the information in a manner consistent with the confidentiality obligations stated in this document. Any archival copies of information you retain must be provided upon request to CNCS, its Inspector General, the Government Accountability Office, or any other request made pursuant to a competent legal authority.

Confidentiality of Review Participants: Applicants may request review forms from CNCS. However, when such information is given to the applicant, the Reviewers' names will be deleted and protected to the extent provided by law. As a Review Participant, you may not discuss names of reviewers with applicants or with other individuals. **The names of all external Review Participants may be made public following the review, but will not be linked to individual applications.** (As a matter of policy, and to the extent allowed by law, CNCS removes the names of reviewers prior to releasing review material to applicants and the public).

Conflict of Interest: Conflict of Interest means a conflict exists between one's private interest and official responsibilities. Prior to reviewing any grant applications, you must inform CNCS of any potential conflicts of interest or appearances thereof. If you only become aware of any potential conflict of interest as you review an application, you must immediately notify a CNCS representative. Examples of potentially biasing affiliations or relationships are listed below. CNCS will determine how to handle any appearances of or actual conflicts of interest and will inform you regarding what further steps, if any, to take.

A conflict of interest or the appearance of a conflict may occur if you are directly or indirectly affiliated with an organization that has submitted a grant application for this grant competition. As a Review Participant, you must inform CNCS of any such potential conflicts.

1. What affiliations may automatically disqualify you from being a Reviewer for this competition?

- Your personal submission of an application to the Corporation. If you have submitted an application, or have been personally involved in the preparation of an application, or stand to benefit from an application's award of funding, you may not serve on a review panel.
- Current employment, are being considered for employment, or are consulting, advising, or other similar affiliation at the institution.
- Any formal or informal employment arrangement with the institution.
- If you have/hold any office, governing board membership, relevant committee chairpersonship, visiting committee or similar body membership in the institution. (Ordinary membership in a professional society or association is not considered an office.)
- Ownership of the institution's securities or other evidences of debt. (Minor or indirect holdings are not considered conflicts.)
- Financial interest that would be affected by the outcome of this grant competition.
- Current employment at an organization that is a former or potential sub-recipient, or partner of an intermediary applicant applying for funding for this competition.

2. What affiliations may automatically disqualify you from being a Reviewer for a particular application?

- Current enrollment as a student.
- Received and retained an honorarium or award from the institution within the last 12 months.

3. What additional factors may CNCS consider to determine if you have a conflict of interest?

- Relationship with someone who has personal interest in the proposal or other application.
 - Related by marriage or through family membership.
 - Past or present business, professional, academic, volunteer, or personal relationship, other than a relationship specifically described above.
 - Employment at the same institution within the last 12 months.

- Collaboration on a project or on a book, article, report, or paper within the last 48 months.
- Other affiliations or relationships.
 - Any affiliation or relationship of your spouse, your minor child, a relative living in your immediate household, or anyone who is legally your partner that you are aware of that would be covered by Section 1 or 2 of this Statement (except for receipt by your spouse or relative of any honorarium or award).
 - Any other relationship, such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

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FY2012 Social Innovation Fund

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Note: If you note a source that may be a conflict—perceived or actual, you are required to alert your Panel Coordinator and GARP Liaison via email immediately and provide relevant information to assist in their determination. CNCS staff will review the information, make a determination, and notify you of what steps, if any, need to be taken.

I have read this form and understand I must contact the appropriate CNCS official if the potential for a conflict arises during my term of service as a Review Participant. I also will not divulge any confidential information I may become aware of during my term. I fully understand that I must sign and return this Confidentiality and Conflict of Interest form to the Corporation for National and Community Service.

Name (printed):

Signature:

Date (mm/dd/yyyy):

Review Title:

Panel Number:

For Corporation Use

Comments